



## NEWS FOR LANDLORDS Summer 2020 Edition

### Important Days

July 4 Independence Day  
Sept 7 Labor Day

### OFFICE CLOSURES

The Beloit Housing Authority is closed to the public every Wednesday from 8am until Noon. We will be closed on Monday September 7, 2020 for Labor Day.

### Abatements

In the Housing Choice Voucher program, the term abatement means that the Housing Assistance Payment (HAP) will not be paid for a period of time. This happens when a unit fails inspection and the repairs that the owner is responsible for are not completed, inspected and passed by the deadline for correction. No payments are made during the abatement period.

### RENT INCREASE REQUESTS

Landlords must give tenant a 60-day notice of any change in the lease, such as rent increases or change in who is responsible for the utilities. A copy of the notice of change must be submitted to our office.

### DISCREPANCY?

If you have any discrepancies with your HAP payment, these concerns should first be addressed with your tenant's assigned caseworker. The Accountant may not always be have details on the tenant's file.

### DO YOU HAVE ANY CHANGES?

- New phone number
- New address
- Selling your assisted unit
- Change in Direct Deposit

Please report any changes in writing to our office using the appropriate Landlord Change form which you may obtain from one of our Housing Specialists. Be advised, we do not handle any changes to property tax mailings. Property Tax changes must be completed with the appropriate Treasurer's Office.

### DYK... (Did you know?)

The City of Beloit, Division of Community and Housing Services has Housing Rehabilitation Loan Landlords whose rental *properties are occupied by low to moderate* income household (as defined by HUD) may be eligible for low interest loans

For more information contact:  
Housing and Community Services Division  
Beloit City Hall  
100 State St  
Beloit, WI 53511  
608-364-6713

### REMINDERS

HUD guidelines require that we must have original signatures on the HAP contract for the Housing Authority file. Our agency is also required to have a copy of the lease for the file. These items should be returned within 60 days of the "lease up". Thank you for your attention in this matter.

## **INSPECTION INSIGHT**

Friendly Notes as we enter Summer:

### **GRASS AND WEEDS**

Grass and weeds must be maintained on the entire property, including the terrace so that it does not exceed 8" in height.

### **REMOVAL OF SOLID WASTE**

Trash and debris, bagged yard waste and/or other unsightly material must be removed/cleaned up from the entire yard (front, rear, and terrace/fence areas) and property.

### **SIDEWALKS AND DRIVEWAYS**

All driveways and parking areas shall be paved with asphalt, concrete, paving brick or block or durable impervious material. Vehicles cannot be parked on the grass.

\*All units are to be equipped with carbon monoxide AND smoke detectors on every level of the unit, including the basement. The detectors are to be installed and properly functioning during the time of inspection. Units that are not equipped with the proper number of/and functioning detectors may be subject to a City of Beloit citation and fine at the time of the inspection of \$187.00.

## **Beloit Housing Authority Staff (BHA)**

Main Office 608-364-8740

Clint Cole, BHA Director

608-364-8753

[ColeC@beloitwi.gov](mailto:ColeC@beloitwi.gov)

Leslie Bridges, Inspector

608-364-6739

[BridgesL@beloitwi.gov](mailto:BridgesL@beloitwi.gov)

Jeff Hoyt, Special Programs Administrator

608-364-8750

[HoytJ@beloitwi.gov](mailto:HoytJ@beloitwi.gov)

Anjanette Sherrod, Housing Specialist

608 364-8744

[SherrodA@beloitwi.gov](mailto:SherrodA@beloitwi.gov)

Vacant, Housing Specialist

608-364-8743

Paul Larrick, Accountant

608-364-8748

[LarrickP@beloitwi.gov](mailto:LarrickP@beloitwi.gov)